


**M e m o r a n d u m**

Date: July 15, 2010

To: Telecommunications Section  
Attention: Captain J. Whiteford 

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental telecommunications equipment located at the Toro Mountain remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Toro Mountain remote site was completed by the Property Inspector (PI) on April 28, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Toro Mountain remote site had a total property inventory population of 13 items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Toro Mountain remote site, all items reconciled and no discrepancies were noted (Attachment A).

When comparing equipment to the property records, one item located at the Toro Mountain remote site was listed on the Department of General Services Warehouse in Sacramento inventory property report. The property inspection results of equipment located at the command to the OPI inventory list are summarized in (Attachment A).

*Safety, Service, and Security*

Telecommunications Section

Page 2

July 15, 2010

I request your command research and investigate the minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify any variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspector General by October 13, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain  
Interim Inspector General

#### Attachments

cc: Office of Assistant Commissioner, Staff  
Information Management Division  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Toro Mountain - 7306  
April 28, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Fixed Base Station	R86022		X				Item located on-site. Database lists item at the DGS Warehouse in Sacramento.

# ATTACHMENT B

This section is blank.

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Toro Mountain - RS7306**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>												
1	F0075	Generator			65C834097	7306	X					
2	F1607	Transfer Switch			J820636046	7306	X					
3	F1790	Propane Tank			231806	7306	X					
4	F2407	Air Conditioner			9511196360	7306	X					
5	R36894	Cavity Resonator			D6915	7306	X					
6	R36897	Cavity Resonator			4622	7306	X					
7	R36899	Cavity Resonator			4622	7306	X					
8	R36910	Cavity Resonator			4622-10	7306	X					
9	R36914	Cavity Resonator			4622-5	7306	X					
10	R36921	Cavity Resonator			4622-8	7306	X					
11	R38869	Base Station - rack type		REMOTE	301CKC0029	7306	X					
12	R70053	Base Station - rack type		07-5674	1583193	7306	X					
13	R85395	Cavity Resonator	Oracle key	date used		7306	X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>												
1	R86022	Fixed Base Station							X			Item located on-site. Database lists item at the DGS Warehouse in Sacramento.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# SUPPORTING DOCUMENTATION



**Item Number****Look up by**☒ **Tag #**   ☐ **Serial #**

Look up

**Asset Information****Asset #** R86022**SN** 13007204**Model #** T820-VHF**Description** FIXED BASE STATION**Vendor Name** DURHAM COMMUNICATION**Warranty End****Asset Key** FIXED BASE STATION.T820-VHF.NONE**Location** DGS.00.00.0**Vehicle #** 75.98/7298**Assigned to Vehicle LC#** Sweetwater

Item located at Remote site  
Toro Mountain 4/28/2010

Communications

STATE OF CALIFORNIA  
HIGHWAY PATROL



R-86022

COMMUNICATIONS  
VOICE NUMBER

Y-5890

-80dbm From  
LRH

TORO MTN.

TX: 72.1000 MHZ : CTCSS:167.9 HZ

RX: 75.5000 MHZ : CTCSS:167.9 HZ

2009 From Little River